

March 1, 2019

National Bureau of Economic Research
Attn: Rob Shannon
1050 Massachusetts Avenue
Cambridge, MA 02138



Event Date: 03/15/2019
RE: National Bureau of Economic Research – Breakfast & Lunch Drops
Inv: 12769

Thank you for choosing *Above and Beyond Catering*. Please be advised *Above and Beyond Catering* maintains a food minimum on all orders. Also note the total is an estimate. The price of food per person is based on the number of guests originally estimated. Should the guest count drop, the price of food per person is subject to change. Any change in guest count should be reported no later than a week prior to the event. We reserve the right to make minor changes in the menu based on food availability. The final invoice will take into account any changes in the guest count, menu items, rental, service and overtime.

The minimum number of staff hours billed is 5 hours. Billing begins when the staff arrives at Above and Beyond's offices, and ends at the completion of their work. Gratuities are not included and left to the discretion of the client. Please double check dates and billing times on menu.

In order to secure the date of the event, we require an initial deposit of \$1,000.00.

Two weeks prior to the Event date, we require a 50% non-refundable deposit. The net balance is due at the time of the event unless noted on invoice. A \$39 fee will be imposed on returned checks. A service charge of 2% of the amount due will be charged per month on all past due accounts.

All invoices must have a minimum food and beverage order of \$1,000 except during holiday season or when noted verbally.

Please sign below to accept the terms above and to enter into this contract. Please return with deposit.

Signature  Deposit \$1000.00 Date 3-1-19

Print Name ROB SHANNON

Above and Beyond Representative _____ Date _____

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